

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Personnel Specialist	
		Division and/or Subdivision San Mateo Santa Cruz	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Felton, CA	
		Class Title of Position Personnel Specialist	
		Position Number 541-117-1303-002	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general supervision of the Staff Services Manager I (SSMI) and with the assistance of the Northern Region Personnel Transactions Manager (NRPTM), this position will perform all personnel functions as described below. The Unit Personnel Associate Governmental Program Analyst (AGPA) and Senior Personnel Specialist (SPS) act as leads to this position.		
35%	<u>Appointments, Separations and Position Control</u> *Process all appointments, transfers, adverse actions and separations in accordance with the bargaining unit contracts, laws and rules using the State Controller's Office (SCO) system. *Document Personnel Action Requests (PARS) and verify turnaround PARS are correct for all transactions. Prepare salary determinations obtaining a 2 <sup>nd</sup> reviewer signature. *Ensure timely payment of wages upon separation and ensure all outstanding accounts receivable and advances are recovered upon separation. Maintain current roster panel within the unit while updating all position movement. *Conduct employee orientation providing details of benefits, pay, and attendance reporting. Ensure all required documents are completed, signed and accurate. *Update Personnel Allocation Control Management System (PACMANS) program for all appointments and any changes to salary or position number on a flow basis. <u>Attendance Reporting/Payroll/Miscellaneous Pay</u> *Print and audit all timesheets monthly to ensure accuracy. Work directly with employee supervisor for any necessary corrections. *Verify and authorize release of master payroll using 672's; verify and key hours worked for hourly employees; process necessary payroll adjustments; process salary advances as needed; establish, monitor, and recover accounts receivables; establish, cancel and track garnishments. *Process 671 documents monthly for miscellaneous pay: Overtime, Incident Command Team, Incident Command Assignment (ICA), Uniform Allowance, miscellaneous pay differentials, range changes, Merit Salary Adjustments and salary increases. Monitor and update the monthly tracking log to ensure all transactions are processed monthly and timely. Forward ICA pay to the NRPTM, for approval.  *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
<b>Job qualifications and/or conditions of employment:</b> Ability to: Think logically, multitask and apply laws, rules, regulations and bargaining unit contracts; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	



STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position Personnel Specialist	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	<u>Attendance Reporting/Payroll/Miscellaneous Pay (Continued)</u> *Update the California Leave Accounting System (CLAS) monthly by the accrual cycle date. Monitor accruals and balances of all leave credits. Update and track employee state service. Check View Direct in SCO every morning prior to 10:00 to check payroll. Verify all time issued with 671's and 672's to ensure payroll is correct. Contact SCO to strip any pay that is not due to the employee.		
10%	<u>Health Benefit Officer</u> Using the MyCalPERS system enter and update health insurance benefits timely. Ensure all dental and vision documents are processed timely within 60 days of the appointment date. Reconcile with SCO to ensure benefit deductions are taken correctly and correct if needed. *Update the Affordable Care Act (ACA) system for every transaction. *Responsible for the annual Open Enrollment period processing all documents within the required timeframe. Communicate with employee if there are any delays or concerns with coverage. Assist the employees with resolving any issues.		
5%	<u>Miscellaneous</u> Research laws, rules and bargaining units as needed. Ensure accurate information is relayed to employees and supervisors. Utilize all reference manuals when researching problems and work with your Senior Personnel Specialist or contact the NRPTM with complex issues or questions. *Maintain filing of Official Personnel File documents, monthly payroll documents and attendance reports. Respond to income/employment verifications as needed. *Review all Employment Development Department (EDD) notices and ensure information is correct. Respond to EDD as needed. Assist Personnel AGPA with special assignments or projects requested by Northern Region and/or Sacramento Headquarters.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
<b>Job qualifications and/or conditions of employment:</b> Ability to: Think logically, multitask and apply laws, rules, regulations and bargaining unit contracts; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature Personnel use only		Date <input type="checkbox"/> Posted to Directory	
Supervisor Signature		Date Initials and Date	